

Montgomery County Community Action Board Meeting
June 26, 2018
1401 Rockville Pike, Room 3603

MINUTES

APPROVED SEPTEMBER 25, 2018

CAB Members Present: Isaac Osei Asare, Mary Bennett, Valerie Chatfield-Smith, Lisa Conlon, Jackie Dennard, Lisette Engel, Gail Gunod-Green, Laura Irwin, Ron Jennings, Tiffany Jones, Agnes Leshner, Pamela Luckett, and Steve Ruffin

CAB Members Absent: Alejandro Becerra, Jackie Dennard, Mike Subin, and Zelda Wafer-Alonge

Guests: Will Kenlaw (DOT), Dexter Harris (observer), and Langston Harris (observer)

Staff: Sharon Strauss, Charlene Muhammad, Leah Goldfine, and Betty Lam (DHHS Office of Community Affairs Chief)

Call to Order: The meeting was called to order at 7:15 pm.

Consent Agenda: The consent agenda was accepted and no agenda items were moved to the discussion portion of the meeting. The consent agenda included the April 24 and May 22, 2018 CAB meeting minutes, meeting evaluations summary from the April meeting, Executive Director's report, Head Start report, Head Start P Card statements and grant updates (email only), Contracts report (email only), Staff Liaison's report (email only), CAI post-program survey (email only), CAB report for quarterly meeting for DHHS BCCs (email only), Advisory Committee on Consumer Protection Report (email only), and Parks and Recreation Advisory Board Report (email only).

Installation of FY19 Leadership: The staff and Board thanked the outgoing Executive Committee members, including Board chair Pamela Luckett and Vice Chair Ron Jennings. Pam was presented with a special plaque highlighting her service as chair for several terms during her time on the Board.

Betty Lam, Chief of the DHHS Office of Community Affairs, swore in the new Executive Committee members:

Chair: Laura Irwin

Vice Chair: Tiffany Jones

Secretary: Gail Gunod-Green

At Large: Isaac Osei Asare, Mary Bennett, and Lisette Engel (Mike Subin will be sworn in at a later date)

The new EC members will serve through June 2019.

Executive Director's Update: Board members received a written report in their packets. Sharon noted that the FY18 grant was extended through December and includes a \$9,047 increase. Funds will provide additional support to the TESS Center, which has had a long-term vacancy. Sharon reported that the FFY19 CSBG application had not been received yet, and noted it is typically due in August.

Sharon reported that she and Maureen attended the Whole Families Conference, with the goal of aligning services to reflect best practice. Staff members are collaborating with the Food Security Manager to support the implementation of the Food Security Plan. Sharon reported that VITA continues to assist clients with back taxes through October. She noted that the IRS is now using private collectors to gather taxes owed by workers. There is a concern about privatization as this work was previously done by IRS staff.

Sharon noted that she would testify that week regarding the DHCD state plan for Community Action Agencies. The plan includes a new formula for distribution of the CSBG due to population shifts.

Gail moved to approve the amended FFY18 CSBG budget. Mary seconded the motion. All voted in favor.

Head Start: In addition to the written report included in the meeting packets, Charlene reported that the Head Start/PreK summer program would begin on July 7. It will include five full-day Head Start classes. Charlene noted that eight part-day PreK classes will go full-day this fall.

Charlene noted that in FY19, an Early Learning Center will open at MacDonald Knolls in Silver Spring. This inclusion program will support five classes and 100 children.

Tiffany and Pam reported that they met with Uma Ahluwalia and Dr. Maria Navarro to discuss the new Head Start supervisor and training needs. Tiffany reported that the Policy Council conditionally approved the new Head Start/PreK supervisor with the proposed training schedule for DHHS staff, MCPS staff, and the Board of Education. CAB must also approve the process, the hiring of the candidate, and submit the plan to the regional office for review. It was recommended that in approving the position and the training schedule, the Board's memo should also note that the Board must approve any changes to the training schedule. Gail moved to abide by the recommendations of the Policy Council to approve the hire of the new Head Start/PreK supervisor contingent upon compliance with mandated training outlined in federal regulations listed for the delegate agency. Lisette seconded the motion. Two Board members abstained from the vote and ten voted in favor.

CAB Updates: The Board reviewed the proposed FY19 meeting calendar. Two corrections were noted: the date of the April CAB meeting is the 23rd, not the 22nd, and the start time for the Executive Committee meetings is 6 pm, not 4 pm. Lisette moved to approve the meeting calendar and Agnes seconded the motion. Gail recommended that the motion approve the FY19 meeting calendar "as revised." All voted in favor.

Announcements: The Single Parent Conference takes place on August 11 at Montgomery College. Sharon, Charlene, Lisette, and Ron were all scheduled to participate in the event, along with Eddie Mendes, VITA contractor.

Adjourn: The meeting was adjourned at 8:20 pm.